



Instructions for completing the Web Portal Pre-registration Form

You will need to refer to the information you provide on this form when you pre-register. PLEASE KEEP A COPY FOR YOUR REFERENCE WHEN YOU INITIALLY REGISTER TO USE THE GEORGIA HEALTH PARTNERSHIP WEB PORTAL. This will ensure all information is entered correctly.

Web Portal Manager Information – this MUST be the same information that you use when you register on the web portal.

Enter the **Name**

Enter the **Social Security Number of the Portal Office Manager**

Enter the **Date of Birth**

Enter the **email address (preferably a business address)**

Enter **Contact Phone Number**

Please remember the Portal Office Manager is responsible for administering web portal access on behalf of the Medicaid/PeachCare for Kids provider.

Provider/Manager/CEO Information

If you are

- The actual Medicaid/PeachCare for Kids provider OR
- Acting on behalf of a facility or provider AND have the legal right and ownership of the Provider Identification number

you **must** sign the attestation statement, and in addition, provide YOUR social security number and date of birth. Forms submitted without a signature will not be accepted for processing.

What to expect after successful completion of Pre-Registration

You will be able to register on-line using the information you provided regarding the Portal Office Manager.

From the Georgia Health Partnership web portal (www.ghp.georgia.gov) **Home Page**, go to the bottom right corner within the **Registration** section and select the appropriate link for your specific provider type.

The next page displayed is **Existing User Name and Password**

If you are not an existing user, click Next

Enter the **Medicaid/PeachCare for Kids Provider ID#**

Enter **Portal Office Manager Social Security Number**

Enter **Portal Office Manager Date of Birth**

Select the appropriate **Provider Type**

Create a User Name with at least seven characters and less than 20, with no spaces. As an example, Sheila Snedeker may choose ssnedeker.

Click Submit

The next page displayed should be the **Registration Complete** Page.

If you have multiple Medicaid and PeachCare for Kids Provider Identification numbers to register, you will need to complete the initial registration for each provider identification number.

IMPORTANT!! Please be sure to note the user name chosen in accordance with each provider number registered. If the Portal Office Manager needs access to all providers being registered, the same Portal Office Manager user name will need to be used when registering for each provider number.

What to do once you receive your logon and password

From the **Home** page enter the **User Name** you created and the **Password** that that you received

Click Submit

You will be prompted to **change your password**

Enter your old password (This is the Password mailed or emailed to you)

Enter your new password (You will need to create another one, all lower case)

Re-enter your new password

Click Next

The next page displayed is the security **Question & Answer Page**.

Create a question and an answer that could not be readily guessed by any one else in your office. (This question will be needed in the event you have forgotten your password.)

An example would be, “What’s my Mother’s Maiden Name?”

The question must be in the form of a question

Click Next

The next page displayed is **Confirm your Changes**

Verify all information entered is correct

Click Submit

How to add Web Portal users

As an individual provider or a Portal Office Manager, you have the sole right to add and delete office staff users. To add or delete users, you will need to logon and navigate to the Web Portal My Workspace page. At the bottom right side of the page is Registration Administration. Underneath this section is a link to Create a User.

The Create New User link is the function to add office staff as Web Portal Users.

Select **Create New User** and complete the requested information.

QUESTIONS? Call 404-298-1228 or 1-800-766-4456